

Expectations for Review of Performance Record

Review the Key Responsibilities/Role Description – reflect on your performance overall in your role. What do you feel you do comes natural for you and where do you notice you require more attention?

Review the key priorities – you identified and consider what your specific contributions have been to these priorities this year.

Core Competencies – here I would like you to look at these and do a self-report of your capabilities based on what is written. Consider loosely using a five-point scale where five is you would say you have mastery and one is where you are to begin to know what your competencies are (I would expect there would be few if any, ones!). Also consider if you rate yourself less than four, what work you will undertake to develop to a four or five.

Individual Leadership Goals – comment on your achievement or progression to date on these goals and consider how these results have contributed to success on other areas.

Lethbridge College Scorecard – we will have an overall completed scorecard that will be part of each of our performance review (i.e. we will all have the same results). In addition, please reflect on and be prepared to discuss what your specific contributions were to achieving the scorecard outcomes. In this section, you will also be commenting on what specifics you achieved based on what you included in your performance plan.

For the final section on the **college committees, internal and external service** as well as the **PD plans**, insert some general indications of what was of value, how you see your roles and contributions and, what PD was helpful overall.